

Hints for Creating High Quality P&T Dossiers

1. The organization and presentation of the dossier should conform to university guidelines (*Promotion and Tenure Guidelines, Activities, and Procedures*). The goal is to communicate to reviewers the full extent of the performance of the candidate; so make the organization and text "reader friendly" (e.g., be selective about what is included; remove inconsistencies between different parts of the dossier; and eliminate unspecified acronyms).
2. Create a table that summarizes the distribution of effort (percent of time) across each of the domains of faculty responsibility (teaching; research, scholarship and creative activities; and extension and service) for each year that the candidate has been at Utah State. Use footnotes to explain the reason behind significant changes in assignment.
3. The dossier should include copies of all role statements and all annual reviews for the period under consideration. An explanation should be offered for all missing items.
4. To provide readers with a context within which they can interpret the input/feedback of each external reviewer, the dossier should include a clear and concise statement explaining the rationale for each reviewer's selection.
5. Internal letters should never refer to an external reviewer by name or affiliation. If quoting from the letter of an external reviewer, never mention them by name or reference them in a way that would reveal their identity.
6. The dossier/binder should contain a complete list of all courses taught at Utah State for the time period under review - not just those courses for which student evaluations are available. In reporting teaching assignments, the record should make clear which (if any) courses were taught for extra compensation.
7. In addition to summary statistics on student evaluations, the dossier/binder should contain the full and detailed summary report of student evaluations (*Teacher/Course Evaluations: Instructor's Report*) for each course taught at Utah State. The complete "raw" data report provides the reviewer with a more complete overview of student responses.
8. In disciplines where external funding is an expectation, candidates should provide full and complete information about the funded projects in which they have participated (e.g., the complete name of the funding source; the role of the candidate on the project and the percent of time devoted to the project; the total funding and duration of the project; and the type of project - i.e., a research project, a training grant or a demonstration project). It is particularly important to note when external funding is received as a result of a process other than competitive funding (e.g., as a result of an "ear mark" or formula funding).
9. The dossier should clearly distinguish between different types of publications. Mixing and aggregating types might be interpreted by some readers as an attempt to "pad," "inflate," or "obfuscate" the record.